

## **JOB ANNOUNCEMENT**

**POSITION:** Deputy Probation Officer I (Replacement)  
**STEP/SALARY:** 30/\$10.34 per hour with 2 yrs experience  
32/\$10.92 per hour with 3 or more yrs experience  
**LOCATION:** Second District Juvenile Court - Assigned to work crew  
**TYPE OF POSITION:** (1) Part-time, evening and weekend hours (19 hrs wk), no benefits,  
**CLOSING DATE:** October 27, 2004 at 5:00 p.m.  
**NOTE:** This posting may be used to fill any vacancies through Jan. 27, 2005.

**APPLICATIONS MAY BE DIRECTED TO:**

Trudi Nelson  
Workforce Services  
480 27<sup>th</sup> Street  
Ogden UT 84401  
(801) 394-7375 fax  
(801) 626-0327 phone

**TYPICAL DUTIES:** Under close supervision of a probation officer, performs and/or assists the probation officer in tracking, monitoring, or routine case handling of minors who have been placed on probation, probation state supervision, or who are under the jurisdiction of the juvenile court. Also supervises from 5 to 10 juvenile offenders placed on various work projects.

- Assists in implementation of correctional plans for juvenile offenders placed on court ordered probation.
- Provides supervision and surveillance, including physical inspection of juveniles, meets with parents, school officials and others to determine compliance with court orders.
- Conducts drug screening and electronic monitoring.
- Assists in preparation of progress reports for submission to the Court; assists probations officers with less serious referrals to the court and juvenile compliance with non judicial correctional plans on these referrals.
- Supervises juveniles who are assigned to work projects. Participates with juveniles in work duties for public or non profit groups such as gardening, campsite cleanup, highway litter control, graffiti cleanup, etc.
- Maintains records of work hours and work projects, arranges work projects with agencies and groups. Drives juveniles to and from work sites.
- Performs other related duties as required.

**REQUIRED QUALIFICATIONS:** Graduation from high school plus two years of practical experience working with the public or with juveniles or any equivalent combination of education and experience. College education in social and behavioral sciences, psychology, sociology, social work or related field preferred. First aid certification desirable. Ability to follow written or verbal instructions, ability to lift heavy objects and perform manual labor. Must have the ability to deal with stressful or emotional situations and make critical decisions under pressure.

**SPECIAL REQUIREMENTS:** Willingness to accept exposure to sometimes dangerous or threatening situations. Must be willing to work a flexible schedule, including evening and weekend work. Must possess a valid Utah driver's license and have access to own transportation.

**APPLICATION INFORMATION:** Applications may be obtained from Dept of Workforce Services, downloaded off the Internet at [www.utcourts.gov](http://www.utcourts.gov), or from the Administrative Office of the Courts, 450 S State, SLC, (801) 578-3890/3804.